

*Office Memorandum* • UNITED STATES GOVERNMENT

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TO :  Chief, Services Branch

DATE: 2 March 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations for the Month Ending 29 February 1948

1. Status of Personnel:

- a. Number of persons authorized.....
- b. Number of persons now on duty.....
- c. Number of persons now on sick leave.....
- d. Remaining unfilled positions.....

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e. The major personnel problem during the past month has been the lack of a stenographer. Considerable delay has been experienced in expediting reports, revising manual, and transmitting correspondence to Property and Supply Officers inasmuch as the above matters must be handwritten, prior to issuance.

2. Problems Encountered: During the past month, Auditors of the Property Control Division, have encountered a number of problems which seem to be prevalent in several Property and Supply Accounts. That is, Property and Supply Officers have delayed posting vouchers to property records, and, as a consequence, said records do not reflect a true status of accountability. It was also noted that several Property Officers are not exercising sufficient control over Responsible Officers under their jurisdiction. This is due to the lack of adequate coordination in the transfer of property between sub-accounts within property accounts and transfers to other property accounts. To correct this situation, which will lessen the time element in auditing property records, this office will issue separate procedural instructions relative to posting vouchers immediately to stock record accounts and utilizing Form No. 36-24 for transfers of non-expendable property to other Responsible and Accountable Officers. The Chief, Supply Division, has cooperated to the extent of issuing a memorandum to the Chief, Storage  outlining instructions to supervisors of moving crews to move property only when necessary transfer documents have been processed by Property Officers.

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3. Major Accomplishments:

a. In accordance with recent discussions and meetings, relative to the establishment of a monetary value for expendable and non-expendable property within C.I.A., as set forth in General Regulations  the following has been accomplished.

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(1) Property Control Cards, Form No. 36-19, revised October 1947, to reflect total accountability of non-expendable property, and monetary value thereof, charged to Property and Supply Accounts, C.I.A., and designated accountability and responsibility has been established.

(2) The monetary Value of expendable and non-expendable property has been established which will be forwarded for the first reporting period ending 29 February 1948.

(3) A Property Accounting Record, Form No. 36-63, which will reflect the total monetary value of non-expendable property on hand as of each reporting period, has been established.

b. The draft of the "Property Accounting Manual," outlining procedural instructions relative to the accountability of agency property, has been revised and forwarded for concurrence. Chapters pertaining to C.I.A. Property Survey Board proceedings, Reports of Inventory Adjustment, Survey Reports, Liabilities, and Clearances of C.I.A., employees, have been forwarded to the C.I.A. Property Survey Board, (Mr. [REDACTED], Chairman, and Mr. John Warner, Member) for review and comments.

c. A procedure, relative to a droppage allowance of \$25.00 on a quarterly basis for expendable supplies carried in supply accounts, has been prepared and forwarded for concurrence. A form, entitled, "Certificate of Droppage - Minor Expendable Supplies," to be used for the above purpose, which will list nomenclature, quantity, unit value, and value of items to be deleted from stock records of the Supply Officer, has been drafted. This procedure in general, will eliminate administrative costs of processing surveys for items of a low monetary value and will authorize the Chief, Services Branch, to take final approving action on such droppages. Mr. John Warner, Asst. General Counsel, stated that, from a legal viewpoint, authorization may be redelegated to the Chief, Services Branch, by the C.I.A. Property Survey Board, to approve such droppages.

d. During the past month, as requested by the Chief, Budget and Finance Branch, this office has obtained the total number of Penalty Indicia Material within C.I.A.

#### 4. Future Plans:

a. The Property Control Division is in the process of establishing "Identification Control Cards," Form No. 36-47, for such items as office machines; recording equipment; vehicles; X-ray apparatus; tires; etc., located within Property and Supply Accounts, C.I.A. The above records, which have been partially established will be completed, during the ensuing months. In order to complete this task, it will be necessary to obtain:

(1) Serial numbers for Safes (all kinds) and Stamps, Time and Date, electric, located in Property Accounts which have been previously surveyed.

(2) Serial numbers of property located in Property Accounts, which have not been surveyed.

(3) Serial numbers of Safes (all kinds) located in Office Equipment and Furniture, Supply Account No. 3.

(4) Serial numbers of all  items located in Operations Supply Account No. 1. STAT

(5) Serial numbers of property located in Construction and Installation, Account No. 7; Medical Supply Account No. 5; Communications Supply Account No. 1

(6) Purchase dates and repair costs, as the case may be, of all agency machines. The Chief, Supply Division, has agreed to assist this office in obtaining the above information.

b. It is contemplated that the above program, which will indicate specific locations of each machine, maintenance repair costs, and agency ownership rights can be accomplished, in its entirety, within a period of four months.

5. During the month of February 1948, the following work load was performed by the various sections of the Property Control Division.

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a.

(1) Vouchers Posted.....	246
(2) Delivery Receipts Processed (Expendable).....	500
(3) Reports of Inventory Adjustments Processed.....	27
(4) Identification Control Cards Posted.....	925
(5) Memorandum Receipts - Loan Property Processed.....	2

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b.

(See Attached Memorandum)

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c.

(1) Survey Reports Received.....	1
(2) Survey Reports Being Investigated.....	9
(3) Property Clearances Issued.....	41
(4) Property Passes Issued.....	7

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